

Photo Consent Policy and Forms

Guidelines for Obtaining, Storage and Handling of Identifiable Images by Beacon Education Partnership.

As described in the Data Protection Policy, the entitlement to privacy is essential and strict guidelines exist, when handling and storing information in any form concerning individuals. To ensure this, the express permission of individuals must be obtained when filming or photographing individuals or groups, when it is possible to identify that individual. They must also be informed of the reasons for taking the film or photograph, and how and where the image(s) will be used. Specific forms have been drawn up to ensure that permission has been given for the handling and storage of images.

The following are guidelines on how to use the form, but at all times bear in mind common sense. e.g. - if photographing a field and someone happens to be walking across this but their face cannot be seen it may not be necessary to complete a form.

Inform people of

- Context of the image
- Use of image e.g. Annual report, Web, newsletters etc

Taking photos

- Written permission is required from all persons in photograph but if it is a large group it may be preferable to ask if one is able to sign for all
 - If people are identifiable (even if in a large street scene for example) permission is required from all persons
 - Inform group/individual images will be used in context
 - Ensure a consent form has been signed
 - If a specific house/property is being identified permission from the owner must be sought
Children and Vulnerable adults
 - Permission must be sought from parent and/or carer and consent form must be signed
- Storage of images

It is advisable that a text file be placed in the relevant folder with the image (same name as photo) giving the relevant information:

- When taken
- Context of photo
- How long can be kept
- Who gave permission and where permission sheet is stored

Storage of Form

- The original form is to be passed to Mathew Casey to be filed with Data protection information.

If permission was not gained at the time and the image is to be used please send out the forms.

ADULT PHOTOGRAPH CONSENT FORM

Name _____

Address _____

_____ Tel _____

Location of Photograph _____

Beacon Education Partnership would like to take your photograph for promotional purposes. These images may be sent out to the media with a press release, used for our publications or on our website.

To comply with the Data Protection Act 1998, we need your permission before we use any photographs. Please answer the question below and sign and date the form where shown. We will not use the images taken, or any other information you provide, for any other purpose.

Please hand the form to the photographer or return to:
Beacon Education Partnership Ltd

85-87 Bayham Street
Camden
London
NW1 0AG

I grant permission for photographs to be used for:

- Press releases
- Beacon publications (e.g. newsletters)
- Beacon website
- All of the above

Please note that the website can be seen throughout the world, and not just in the United Kingdom, where the UK law applies.

Please also note that the conditions for use of these images are on the bottom of this form.

I have read and understood the conditions of use overleaf.

Signed _____ Date _____

Name (block capitals) _____

Conditions of Use

This form is valid for five years from the date of signing for this project only. Your consent will automatically expire after this time.

We will not re-use any images after this date.

Addresses will not be disclosed in detail, but we may state e.g. 'John Smith from Newark'.

Personal e-mail, telephone or fax numbers will not be disclosed.

Last Reviewed: March 2017
Next Review: March 2018